



November 16, 2020

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Fund Analysis - October

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 10/29/2020

Overview and Background

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of January is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of October 29, 2020

REVENUE	October Actual	Month Budget	YTD Actual	YTD Budget	Annual Budget	% of YTD Budget
Student Fees	\$ 360,011	\$ 2,053,219	\$ 11,772,087	\$ 8,212,875	\$ 24,638,626	48%
State Support	\$ 2,309,615	\$ 2,797,583	\$ 9,238,450	\$ 11,190,331	\$ 33,570,994	28%
Federal Support	\$ 90,078	\$ 40,833	\$ 285,232	\$ 163,333	\$ 490,000	58%
Other Revenue	\$ 133,412	\$ 210,833	\$ 1,402,637	\$ 843,333	\$ 2,530,000	55%
Non-Revenue Sources	\$ -	\$ 115,286	\$ -	\$ -	\$ 1,383,431	0%
TOTAL REVENUE	\$ 2,893,117	\$ 5,217,754	\$ 22,698,406	\$ 20,409,873	\$ 62,613,051	36%
EXPENSES	October Actual	Month Budget	YTD Actual	YTD Budget		% of YTD Expenses
<u>PERSONNEL COSTS</u>						
Administrative	\$ 261,567	\$ 277,903	\$ 1,073,306	\$ 1,111,613	\$ 3,334,838	32%
Instructional	\$ 950,094	\$ 1,058,375	\$ 4,035,935	\$ 4,233,501	\$ 12,700,504	32%
Non-Instructional	\$ 1,261,804	\$ 1,468,171	\$ 5,196,359	\$ 5,872,685	\$ 17,618,054	29%
OPS	\$ 552,861	\$ 431,790	\$ 1,634,427	\$ 1,727,162	\$ 5,181,486	32%
Personnel Benefits	\$ 809,221	\$ 877,347	\$ 3,325,850	\$ 3,509,390	\$ 10,528,169	32%
TOTAL PERSONNEL COSTS	\$ 3,835,548	\$ 4,113,588	\$ 15,265,878	\$ 16,454,350	\$ 49,363,051	31%
<u>CURRENT EXPENSES</u>						
Services	\$ 291,972	\$ 339,089	\$ 1,036,169	\$ 1,356,357	\$ 4,069,070	25%
Material & Supplies	\$ 14,993	\$ 195,744	\$ 789,087	\$ 782,978	\$ 2,348,933	34%
Other Current Charges	\$ 45,344	\$ 548,500	\$ 2,930,938	\$ 2,193,999	\$ 6,581,997	45%
TOTAL CURRENT EXPENSES	\$ 352,309	\$ 1,083,333	\$ 4,756,194	\$ 4,333,333	\$ 13,000,000	37%
CAPITAL OUTLAY	\$ -	\$ 20,833	\$ -	\$ 83,333	\$ 250,000	0%
TOTAL EXPENSES	\$ 4,187,856	\$ 5,217,754	\$ 20,022,072	\$ 20,871,017	\$ 62,613,051	32%

Purchase Orders from \$100,000 to \$324,999 +

Issued in October 2020

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-012969	10/16/2020	Lumen Learning	170,000.00	Supported enrollment in Candela and Online Homework Manager	Exempt per FAC6A14.0734(2)(a) (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.